

Gavin Brown, Mayor  
Gary Caldwell, Mayor Pro Tem  
Jon Feichter, Alderman  
Julia Freeman, Alderman  
LeRoy Roberson, Alderman



Marcia D. Onieal, Town Manager  
Woody Griffin, Town Attorney

## **Town of Waynesville Non-profit Funding Requirements**

**The Town of Waynesville appropriates funding to those organizations that provide services and programs to the citizens of Waynesville. Funds shall be appropriated for public purposes only.**

Organizations must apply for funding each year, and the amount granted, if any, may be less than the amount requested. Decisions regarding funding are made by the Board of Aldermen as part of the Town's annual budget process, which begins in January and concludes in June. The Town's fiscal year begins on July 1.

1. Any organization requesting funding from the Town of Waynesville for fiscal year 2016-2017 is required to submit a written request no later than **March 31, 2016**.
2. The request for funding should be made using the attached application form and must include an explanation of how the organization's work and these funds benefit the citizens of the Town of Waynesville. A complete application is required for consideration for funding.
3. Funding requests should be mailed to Amie Owens, Administrative Services Director c/o Town of Waynesville, Post Office Box 100, Waynesville, NC 28786.
4. Organizations will be notified in July 2016 as to whether or not funding has been granted.

Questions about the requirements or the application process may be directed to Amie Owens, Administrative Services Director at 828-452-2491 or via email at [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov).

## Application for Special Appropriation from the Town of Waynesville

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Organization Physical Address: \_\_\_\_\_

\_\_\_\_\_

Main Phone Number & Web Address: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Please attach the following:**

\_\_\_\_\_ Copy of Internal Revenue Service status determination letter

\_\_\_\_\_ List of the Current Board of Directors

\_\_\_\_\_ Number of times the board met during the previous year \_\_\_\_\_ **(Must be three or greater)**

\_\_\_\_\_ Copy of minutes of the board meeting where the annual budget was adopted

\_\_\_\_\_ Copy of the current budget

\_\_\_\_\_ Copy of the most recent financial statements **(for those requesting \$5,000 or less)**

\_\_\_\_\_ Copy of the most recent Audited financial statements **(for those requesting greater than \$5,000)**

Explanation of the organization's work. (Attach additional pages as necessary)

How will funds be applied to benefit the citizens of the Town of Waynesville?  
(Attach additional pages as necessary)